



United States Department of the Interior

OFFICE OF THE SECRETARY

Washington, D.C. 20240

National Policy Memorandum

Assistant Secretary – Indian Affairs
Deputy Assistant Secretary – Indian Affairs (Management)
Office of the Building Management Officer

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Effective: 6/06/17

Expires: 6/06/18

Title: Real Property Leasing Space Utilization and Space Request Policy

1. Purpose

The purpose of this memorandum is to document Indian Affairs' (IA) space utilization policy and to clarify the Request for Space (RFS) process in order to comply with Department of the Interior (DOI), General Services Administration (GSA), and Office of Management and Budget (OMB) policies and mandates. The guidelines in this document were developed to ensure that IA real property leases are administered and managed in a consistent manner and within current parameters for space utilization optimization.

2. Scope

This policy applies to all IA headquarters, field, and program staff under the authority of the Assistant Secretary – Indian Affairs (AS-IA), including the Bureau of Indian Affairs (BIA) and the Bureau of Indian Education (BIE).

3. Policy and Procedure

Current utilization (i.e., space usage) rates are 180 square feet per person inclusive of *all* square footage within the space footprint, which typically includes file rooms, break rooms, conference rooms, offices, workstations, air and maneuverability circulation space, and so forth.

If a program/office wants to request space, they must ask the IA Real Property Leasing (RPL) office for the RFS package materials (i.e., forms). One of the RFS forms, "Justification for Space," is also located on the IA Online Forms webpage here:

<https://www.bia.gov/WhoWeAre/AS-IA/ORM/OnlineIAForms/index.htm>

Regional RFS packages should be prepared by the requesting office or program and then submitted to the Regional Director (RD) for review and signature. The RD will then forward the RFS package to the RPL office, which will review it and forward it to the Deputy Assistant

Secretary – Indian Affairs (Management) (DAS-M) office for review and approval (or disapproval). Notification of approval or disapproval will be communicated to the RD. If disapproved, an explanation will accompany the notice.

For Central Office (CO) space in the metro Washington D.C./Maryland/Virginia area as well as the Main Interior Building, RFS packages should be sent directly to RPL for review and forwarding to the DAS-M office for review and approval (or disapproval). Notification of approval or disapproval will be communicated to the requesting program office. If disapproved, an explanation will accompany the notice.

Prior to submission to the DAS-M office for review, RPL will submit all RFS packages to the IA Office of Human Capital Management (OHCM) to be checked for current and prospective staff counts, and certified. The IA Office of Budget and Performance Management (OBPM) must also review the RFS package for funding availability for the rental expenses, including rent and operating expenses and tenant improvements, for the duration of the lease until such time as those expenses can be included in the annual budget request, approved by DOI, and fully funded.

If the desired space layout changes will affect more than one program, the space changes at all affected locations must be approved by the DAS-M office *prior to notification to the affected programs*, and any changes must comply with the work areas defined in Attachment A. The type of work area is defined by position/grade level and by supervisory duties within position descriptions. In instances of uncertainty, OHCM will validate supervisory responsibilities.

Travel needed for site inspections, market surveys, lease negotiations, and lease execution must be requested by the respective program or RD, and include a line of accounting for funding of the travel expenses. OBPM will validate funding availability *prior* to the RPL office scheduling the requested travel in Concur.

4. Roles and Responsibilities

- A. DAS-M** provides oversight of the real property leasing program and ensures that real property leases (direct leases and GSA-provided spaces) are in compliance with all applicable laws, rules, policies, and procedures. The DAS-M also makes any final recommendations regarding space changes and approves RFS packages.
- B. RPL** falls under the DAS-M office and prepares lease and space policy and guidance consistent with DOI, GSA, and OMB. RPL also assists regions with lease actions, including RFS package preparation when needed, and coordinates all leasing actions (see also 4. D. LCO below).
- C. RD** approves regional RFS packages and forwards to the RPL office for review and processing. The RD also oversees IA space within his/her region, but follows utilization and space assignment guidelines prepared by RPL in order to comply with current space policies and procedures.
- D. Lease Contracting Officer (LCO)** is warranted and appointed by the Bureau

Procurement Chief. Only an LCO can enter into a lease, or make changes or modifications to an existing lease contract for the federal government.

- E. **OHCM** provides certification of both current and prospective (vacant and funded) positions, and validates supervisory duties within position descriptions as needed.
- F. **OBPM** provides certification of funding availability for rent expenses including base rent, operating expenses, and tenant improvements prior to any lease action.

5. Approval



James N. Burckman
Acting Deputy Assistant Secretary- Indian Affairs (Management)

JUN 6 2017

Date

Attachment A

Position/GS-Level	Type of Space	*Approximate Square Footage
Senior Executive (SES)	Private Office	About 220 to 240 SF
GS-15, Supervisory	Private Office	About 180 SF
GS-14, Supervisory	Private Office	About 150 SF
GS-15 and GS-14, Non-Supervisory	Shared Office or Workstation	About 120 SF each
GS-13 and GS-12	Workstation	About 100 SF
GS-11 and GS-9	Workstation	About 80 SF
GS-8 and below	Workstation	About 64 SF
Contractors	Workstation	About 64 SF
Hoteling Stations	Workstation	About 48 SF
Conference Rooms	Private; Enclosed	About 10 SF x average number of users

In the event that space is current existing space, and where modifications would cause an undue financial or other mission-related burden to the program, private offices should be shared and/or delegated to the next level position/grade level in a consistently-applied manner.

*The office and workstation sizes noted above are estimates only and are subject to modification in order to accommodate utilization rates set by DOI, GSA, and OMB, and space limitations according to life safety and building codes. These are generally the maximum allowable sizes.

For further information and guidance, or to obtain RFS package documents, please see the contacts below.

Point of Contact	Role	Contact Information
Matthew Cravatt	Building Management Officer/Oversight of Real Property Leasing and Logistics	Matthew.Cravatt@bia.gov (202) 208-3644 office (202) 359-4084 work cell
Kim Covington	Lease Contracting Officer/GSA Space Point of Contact	Kim.Covington@bia.gov (202) 208-6188 office (202) 603-0867 work cell
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